



Regional Arts Partners Application Guidelines

**Fiscal Years
2008/2009**

Deadline

April 9, 2007
4:30 p.m. EDT

Grant Period

July 1, 2007 -
June 30, 2009

This program is funded by the Indiana General Assembly and the National Endowment for the Arts. Inform your community and elected officials about the importance of public arts support to your organization and its activities.

**THIS APPLICATION WILL BE MADE AVAILABLE UPON REQUEST IN
OTHER FORMS TO MEET SPECIAL NEEDS**



*The application is provided in Adobe Acrobat or Microsoft Word for Windows.
Request a paper copy by contacting the Indiana Arts Commission.*

150 W. Market Street, Suite 618
Indianapolis, IN 46204
www.in.gov/arts
grantsadmin@IAC.in.gov
317.232.1268
317.233.3001 TTY

OVERVIEW OF THE INDIANA REGIONAL ARTS PARTNERSHIP

In 1997, the Indiana Arts Commission and 12 community-based organizations jointly established the Indiana Regional Arts Partnership, a collaborative project to enhance support for arts and cultural activities statewide, especially in under-served areas. The partnership was developed to address issues that arose during the Indiana Arts Commission's 1995-96 strategic planning process such as:

1. Easy access to quality technical assistance that would further the financial, managerial, and artistic development of arts providers; and
2. More local control in state resources' allocation for the arts.

Beginning in 1999, the Indiana Arts Commission provided regional funding allocations to all Regional Arts Partners for re-granting and services to arts providers within their regions. The Indiana Arts Commission directly funds individual artists, certain multi-regional or statewide arts organizations, and arts service organizations.

Each of the 12 Partners works in cooperation with the Indiana Arts Commission to provide four core services to artists, arts providers, and arts consumers in specified multi-county regions of Indiana. The core services are: cultural planning, grants making, information and referral, and technical assistance. The Regional Arts Partners use information about the needs of local artists, arts providers, and arts consumers to develop and provide services.

Designated Indiana Partners

- Region 1: South Shore Arts
- Region 2: Community Foundation of St. Joseph County
- Region 3: Arts United of Greater Fort Wayne
- Region 4: Tippecanoe Arts Federation
- Region 5: Arts Place
- Region 6: Arts Illiana
- Region 7: Arts Council of Indianapolis
- Region 8: Bloomington Area Arts Council
- Region 9: Columbus Area Arts Council
- Region 10: Arts Council of Southwestern Indiana
- Region 11: Jasper Community Arts Commission
- Region 12: Arts Council of Southern Indiana



ABOUT THE INDIANA ARTS COMMISSION

The Indiana Arts Commission, a state agency, was established in 1967 to increase the support, awareness, and outreach of the arts in communities across the state. The Indiana Arts Commission administers and distributes funds for arts programs and services appropriated by the Indiana General Assembly and the National Endowment for the Arts. The agency's mission is to be a public catalyst, partner, and investor in the arts, and serve Indiana's residents by funding, encouraging, promoting, and expanding the arts.

The agency is governed by a 15-member board of directors (commission) appointed by the governor of the State of Indiana to four-year terms. The Indiana Arts Commission's programs and services are supported by a professional staff and over 100 Hoosier volunteers. The Indiana Arts Commission holds quarterly business meetings throughout Indiana, which are open to the general public for observation.

Members of the Indiana Arts Commission

Ronald J. Stratten, Chair, Indianapolis
Richard Q. Stifel, Vice-Chair, South Bend
Sandi Clark, Secretary, Bloomington
William Hopper, Executive Committee, Vincennes
Jeanne Mirro, Executive Committee, Ft. Wayne
India Cruse-Griffin, Richmond
Cindy Frey, Columbus
Judy Hess, Corydon
Lee Marks, Shelbyville
S. Leonard Pas, Eminence
Kelly Schreckengast, Lafayette
Irene Smith-King, Gary
Steven Tuchman, Indianapolis

Long-Term Goals

The Indiana Arts Commission has established three goals in its 2006 – 2011 Strategic Plan:

1. Recognize Public Value - Articulate persuasively the public value of the arts, and evoke public awareness and ownership of this value.
2. Energize Arts Environment - Create a statewide ubiquitous arts environment, and an infrastructure for sustainable presence of the arts in communities.
3. Vitalize Community Quality - Engage in community and economic development demonstrating the role of the arts in creating places of choice.

Grant Making Philosophy

The Indiana Arts Commission recognizes the importance of public financial support to sustain a wide variety of artistic disciplines and expressions within Indiana. Grants will serve as an incentive for developing and strengthening the capacity of communities to plan and implement quality arts activities. All funding decisions will be made in open processes that meaningfully involve residents in decisions about how state and federal tax dollars will be used to support the arts in each region and statewide.

Conflict of Interest Policy

The Indiana Arts Commission has a conflict of interest policy to assure the impartial distribution of Regional Arts Partner funding and services. (Contact the Indiana Arts Commission to obtain a copy of the policy.)

ABOUT REGIONAL ARTS PARTNERS FUNDING

Indiana Arts Commission funding will support a wide range of programs and services within the respective geographic areas, including arts development services, community arts programs, and a regional block grant to be distributed through a regional re-granting process.

Program Description – Arts Development Services, Regional Block Grant, and Community Arts Programs

ARTS DEVELOPMENT SERVICES

A range of inter-related services designed to promote public information about, and the growth, stabilization and/or expansion of, arts and cultural activities throughout the region. The four core services are:

- **Cultural planning:** The collection and analysis of information on cultural resources, needs, issues, and priorities within the region in order to guide regional cultural development strategies.
- **Grantsmaking:** A systematic and publicly accountable process for allocating and managing regional funding to support the kinds of arts activities, services, and resources identified by cultural planning.
- **Information and referral:** Information about, and assistance with, linkage to arts activities, services, and resources provided to artists, arts providers, and the general public.
- **Technical assistance:** Individual and group services provided to increase the knowledge, skills, and capacities of artists and arts providers.

REGIONAL BLOCK GRANT

These funds are awarded on a restricted basis for re-granting through a publicly accountable process to arts providers and programs based in the regional service area.

COMMUNITY ARTS PROGRAMS

A range of activities designed to provide general public access to educational opportunities where Indiana residents of all ages can learn about the arts, experience different art forms, participate in, and enjoy arts and cultural activities. Applicants must plan and deliver these arts activities directly.

Activities may include, but are not limited to, a one-time event or production, exhibition, educational seminar, or series of related arts activities, such as a performing arts series, art classes, training sessions, theater productions, visual art exhibits, presenter touring, and artist residencies in schools or other community settings. These funds may also be used to supplement the provision of Arts Development Services.

Who Can Apply?

Organizations designated by the Indiana Arts Commission that must meet the following five requirements:

1. Must be either a public agency/entity or a private, nonprofit, tax-exempt agency/organization;
2. Must be incorporated in the State of Indiana at the time of application, and have received recognition of tax-exempt status from the Internal Revenue Service;
3. Must be in good standing with the Indiana Arts Commission and the State of Indiana and in compliance with all Indiana Arts Commission requirements;
4. Must be Indiana-based and have an Indiana address within the Indiana Arts Commission regional area in which application is made; and
5. Must meet the minimum service standards set in the Regional Service Standards in the Indiana Arts Commission's Regional Arts Partnership Policy Manual.

All eligible applicants may request funding for Arts Development Services and Regional Block Grants. Organizations with missions to provide direct delivery of programs and services also may apply for Community Arts Program funds. See "Regional Arts Partners Application Grant Amount."

Application Deadline and Grant Period

Applications must be submitted through Indiana Grants Administration by 4:30 PM (EDT) on Monday, April 9, 2007. One signed paper copy of the application, plus the additional paper support materials must be postmarked and mailed on Monday, April 9, 2007 to the Indiana Arts Commission. Regional Arts Partner Applications reviewed at this deadline will be approved for a two-year period that begins July 1, 2007, and ends June 30, 2009. **However, based on the FY2008 performance, Regional Arts Partners Application Advisory Panel scores, and other pertinent factors, the grant allocation may be adjusted for the second year period; July 1, 2008 – June 30, 2009.**

Evaluation Criteria

The Arts Development Services, Regional Block Grant, and Community Arts Program allocations will be determined on the total score awarded by the Regional Arts Partners Application Advisory Panel and other pertinent, regional factors. All partners will start with an Arts Development Services base of \$35,000. The following evaluation criteria will guide the scoring in Arts Development Services and Community Arts Programs.

ARTS DEVELOPMENT SERVICES (MAXIMUM SCORE: 100 POINTS)

Based on the proposed delivery of the four core services: cultural planning, grantsmaking, information and referral, and technical assistance, Arts Development Services allocations will be awarded through a compilation of the total score for Quality, Community Impact/Benefit, and Management.

Quality (up to 30 points, or 30 percent of total score):

The proposed activities will be of the highest quality possible in relation to community standards, expectations, and resources, as indicated by the following:

- The proposed Arts Development Services goals and objectives are clearly explained and are consistent with the organization's mission and long-range plans, strategic plan, and regional cultural plan.
- The service is based on a comprehensive assessment and planning process, on maximizing regional and other resources, and on the needs identified in the Regional Cultural Plan.
 - The audience for Arts Development Services has been clearly identified and estimated attendance figures appear reasonable.
 - Proposed service components and activities appear to be appropriate in light of project goals and audience. The project design contains and describes educational activities and outcomes.
- Participating artists, staff, community members, Regional Advisory Council members, and others have been/will be involved in planning, implementing, and evaluating the project activities.
- Provided a systematic process for recruiting and selecting panelists for application review; a written job description, orientation and training, and written instruction for reviewing applications.
- Panelists represent the region geographically with respect to race, gender, age and disability, and with minimized conflicts of interest.

Community Impact/Public Benefit (up to 40 points, or 40 percent of total score)

The proposed activities will have a significant impact in the region the organization serves, as indicated by the following:

- The regional constituent base is clearly defined. The manner in which constituents were involved in assessing needs and program planning is clearly described. There is an appropriate level of constituent involvement and support.
- The plan for serving traditionally underserved populations in program development, implementation, and evaluation is clearly described and appears adequate.
- Maintains a Regional Advisory Council that includes an appropriate representation of its region and that meets at least twice annually in public session to provide guidance on the delivery of the Arts Development Services in the region.

- Has a current Regional Cultural Plan with defined goals, a work plan, and timetable. Annually reviews its progress in meeting the cultural plan and makes adjustments as necessary.
- Collaborates with other community and/or regional planning processes, if applicable.
- Community involvement in the development of the application.
- There is evidence that social, economic, and demographic trends in the region and their relationship to the arts, are considered when developing the Cultural Plan, and there is evidence that arts education issues, artists, and arts providers were included in the Cultural Planning process.
- There is evidence of outreach and programs and services provided to underserved communities. Proposed activities will be made accessible and marketed to persons with disabilities and other special needs.
- Appropriate promotional efforts will be made to inform the general public about activities, including strategies for reaching traditionally under-served populations.
- Conducted a systematic assessment of the technical assistance needs in the region and has an inventory of the arts activities, services, and resources in the region.
- Identifies and collaborates with other community and regional planning activities.
- Provides all four Arts Development Services (Cultural Planning, Technical Assistance, Information and Referral, and Grantsmaking).
- Service area and its challenges and opportunities are addressed through the application.

Management (up to 30 points, or 30 percent of total score)

The organization delivering the proposed activities will be well managed, as indicated by the following:

- The Board of Director's role in governance is clearly defined, and the relationship between the organization's overall mission, strategic plan, and regional arts development goals and objectives appear reasonable.
- The Regional Advisory Council meets at least twice a year and represents the diversity of the applicant's geographic service area with respect to race/ethnicity, gender, age, special needs, and location of residence, etc.
- Has strong fiscal management and resource development goals and strategies, and, if applicable, has an adequate plan for deficit reduction.
- Estimated expenses and budget appear reasonable. Projected income will be proportionate and come from a variety of sources.
- Has the capacity to deliver staffing services and has, at a minimum, 1 FTE CEO/executive director and a .5 FTE Regional Services Coordinator or independent contractor to provide Arts Development Services. The qualifications of the staff and/or contractor have been clearly explained and appear to be adequate. There is adequate qualified staff and/or consultants engaged in cultural planning and other specified Arts Development Services.
- The project timetable for regional services is clearly explained and provides sufficient detail to guide implementation.
- Uses appropriate and measurable methods to evaluate the effectiveness of regional services, and includes assessment of impact on the people served. Audience/participant feedback will be used as one component to evaluate project success in achieving its goals.
- Appropriate acknowledgement of Indiana Arts Commission and National Endowment for the Arts support is provided through a good faith effort by the Partner and by its grantees.
- Has allocated adequate financial resources to support the delivery of Arts Development Services.

COMMUNITY ARTS PROGRAMS (MAXIMUM SCORE: 100 POINTS)

The Regional Arts Partners Application Advisory Committee will review and score each application based on the Community Arts Program evaluation criteria.

Quality (up to 30 points, or 30 percent of total score):

The proposed activities will be of the highest quality possible in relation to community standards, expectations, and resources, as indicated by the following:

- The goals and objectives of the proposed Community Art Program activities (as applicable) are clearly explained and are consistent with the organization's mission and long-range plans and strategic plan.
- The artistic goals and program design are consistent with the organization's resources.
- The audience for Community Arts Program activities (if applicable) has been clearly identified and estimated attendance figures appear reasonable.
- Proposed Community Arts Program components and activities (if applicable) appear to be appropriate in light of project goals and audience. The project design contains and describes educational activities and outcomes.
- Participating artists, staff, community members, and others have been/will be involved in planning, implementing, and evaluating the project activities.

Community Impact/Public Benefit (up to 40 points, or 40 percent of total score)

The proposed activities will have a significant impact in the region the organization serves, as indicated by the following:

- Constituent base is clearly defined. The manner in which constituents were involved in assessing needs and program planning is clearly described. There is an appropriate level of constituent involvement and support.
- Has a plan for serving traditionally underserved populations in Community Arts Program development, implementation, and evaluation. There is evidence of outreach, and programs and services are marketed to persons with disabilities and other special needs.
- There is evidence of community involvement in the application development.
- Appropriate promotional efforts will be made to inform the general public about activities, including strategies for reaching traditionally under-served populations.
- There is evidence of plans to serve a significant number of counties through Arts Development Services and/or Community Arts Program activities.
- The proposed activities will contribute to long-term growth of the arts in the community.
- The Community Arts Programs reach an underserved audience; i.e., rural, inner-city, older adults, persons with disabilities, etc.

Management (up to 30 points, or 30 percent of total score)

The organization delivering the proposed activities will be well managed, as indicated by the following:

- The applicant's governing body meets on a regular basis and represents the diversity of the applicant's geographic service area with respect to race/ethnicity, gender, age, special needs, and location of residence, etc. Has strong fiscal management and resource development goals and strategies, and, if applicable, has an adequate plan for deficit reduction.
- Has a current strategic plan and annually reviews its progress in meeting goal and objectives and makes adjustments as necessary.
- Estimated expenses and budget appear reasonable. Projected income will be proportionate and come from a variety of sources.
- There is adequate staff to provide Community Arts Program activities and services as presented in the application. The staff qualifications have been clearly explained and appear to be adequate.
- The project timetable for Community Arts Programs is clearly explained and provides sufficient detail to guide implementation.

- Uses appropriate and measurable methods to evaluate the effectiveness of regional services and includes assessment of impact on the people served. Audience/participant feedback will be used as one component to evaluate project success in achieving its goals.
- There is evidence of a successful history of providing arts activities.
- Appropriate acknowledgement of Indiana Arts Commission and National Endowment for the Arts support is provided through a good faith effort by the partner and by its grantees..

Regional Arts Partnership Funding Restrictions

Arts Development Services and Community Arts Program Funds

Indiana Arts Commission funding can support direct and indirect expenses related to the provision of a full year of programming and services in each category. Expenses may include but are not limited to salaries, administrative fees, staff development and training, space and equipment rental, travel, promotion, and production costs, etc., needed to support the organization's yearly activities in this program area. See "General Funding Restrictions."

Regional Block Grant Funds

Regional Block Grant funds are to be utilized solely for re-granting. The total amount of the regional allocation must be re-granted based in the Partners' regional service area. No portion of the Regional Block Grant funds can be used for Regional Arts Partners' grantmaking expenses or for any other direct or indirect organizational expenses.

Sub-grantee expenses may include, but are not limited to, salaries, administrative fees, staff development and training, space and equipment rental, promotion, and production costs, etc., needed to support the organization's project or annual operating costs. Sub-grantees cannot use Regional Block Grant funds toward the restricted activities listed in the funding restrictions section below.

General Funding Restrictions

Indiana Arts Commission funding cannot be used for:

1. Cash reserves; deficit reduction, or deficit elimination;
2. Events in private dwelling places or other locations not open to the general public;
3. Consumable supplies and materials not directly related to the project;
4. Capital acquisitions (purchase of artwork, etc.); capital expenditures; restoration, or new construction of buildings;
5. Costs of receptions, food, or beverages;
6. Travel outside the United States;
7. Indirect costs or underwriting for ongoing residencies or curricular programs in degree-granting colleges and universities;
8. Activities not associated with arts programs and services;
9. Projects to be delivered outside the state of Indiana;
10. Project expenses outside the state fiscal years covered by this grant (July 1, 2007 -June 30, 2009); and
11. Activities solely for the purpose of fundraising, private functions, religious services, lobbying activities, or any non-public activity.

Regional Arts Partners Application Grant Amount

The Indiana Arts Commission will provide an allocation to support arts development, and regional grant making, and community arts programs (as applicable) in each region. The allocation will be divided into three parts:

Arts Development Services Amount

Each Regional Arts Partner will receive a base allocation of \$35,000 for arts development services based on the evaluation criteria. Additional funding may be granted based on the total score awarded by the Regional Arts Partners Application Advisory Panel.

Regional Block Grant Amount

This amount will be based on historical levels of Indiana Arts Commission organizational support for small and mid-sized arts organizations and support for arts projects of schools and other community-based organizations in each region. As new funding becomes available, Regional Block Grant funds will be allocated using a formula that takes into account regional per capita population, the total score awarded by the Regional Arts Partners Application Advisory Panel, and other pertinent factors.

Community Arts Programs Amount

Only Partners with missions to provide local arts programs and services are eligible to request funds for Community Arts Programs. The allocation will be based on the total score awarded by the Regional Arts Partners application Advisory Panel and on the total pool of dollars available for Community Arts Program funds.

Regional Arts Partnership Initiative Match Requirements

- Arts Development Services funds do not require an applicant match.
- Regional Block Grant funds must be matched on a dollar-for-dollar basis. Match may be a combination of cash and the verifiable value of necessary donated goods and services. At least 50 percent of the local match must be cash. Regional Block Grant funds may be matched totally or in part by the value of sub-grantee match.
- Community Arts Program funds must be matched by the applicant on a dollar-for-dollar basis. Match may be a combination of cash and the verifiable value of necessary donated goods and services. At least 50 percent of the local match must be cash.

In-kind income and Expenses as Match

Donated materials of significance should be reported at their fair market value if the recipient organization has an objective, measurable basis for assigning value. (The donor usually assigns value.) Donated materials must be necessary to the delivery of programs and services included in the application and the value of which must be documented with the submission of the Final Grant Report at the end of the grant period.

Donated services of significance should be reported if: 1) it is a normal part of a project and would be otherwise performed by paid personnel; 2) the organization exercises control over the employment and duties of the donor; and 3) there is a measurable basis for assigning a value to the service being donated. Donated services must be necessary to the delivery of programs and services included in the application and the value of which must be documented with the submission of the Final Grant Reports at the end of the each year in the grant period.

All estimated in-kind expenses and income should be identified in the budget section in each appropriate line item expense. The following CANNOT be claimed as in-kind services:

- services that are designed to be provided by volunteers;
- periodic volunteer services for fund raising;
- professional personnel engaged in research or training activities without pay or with a nominal allowance;
- value of time donated by the organization's board of directors and board committee members in carrying out governance activities; and
- services that are provided free or at reduced cost as a condition of employment (such as the use of employee-owned vehicle, etc.)

Applicants must keep a written record of each contribution of in-kind donations of materials and services; this record must be maintained so that it can be audited. The written record should include: organization name, donor name and signature, date, description of the donated item or service, the value of the donated item of service (as assigned by the donor) and the signature of the person receiving the donation on behalf of the organization.

Regional Arts Partners must require through their regional grant guidelines that sub-grantees that use in-kind as a portion of their match comply with the in-kind guidelines and provide documentation with their regional final grant report.

APPLICATION REVIEW PROCESS

Required Application information

Partners must provide complete information on all forms, authorized signatures where indicated, assurances that the application is legally binding, and support documents (as requested) to allow for a uniform review of the application. Applications that do not have all required support documentation will be incomplete and ineligible for funding.

How Applications Are Evaluated

Indiana Arts Commission staff will conduct an initial review for completeness of all submitted applications and prepare them for further review by a Regional Arts Partner Application Review Panel. This panel will be comprised of in-state and/or out-of state individuals with knowledge and/or experience with community arts development, arts programming, decentralized service delivery, local arts agency governance or management, non-profit governance or management, cultural needs assessment and planning, technical assistance, and other relevant services. The panel will review the applications against established review criteria (see Evaluation Criteria section) and apply a score to each application. The results of this panel will be forwarded, along with the recommendations from other Indiana Arts Commission grant review panels, to the Indiana Arts Commission Program Evaluation Committee.

The Indiana Arts Commission Program Evaluation Committee, composed of current Indiana Arts Commissioners, will review all panel recommendations, available funding, and make a formal recommendation to the full 15-member Commission at its June Quarterly Business Meeting.

Commission Action

The Indiana Arts Commission will accept (or reject) the Program Evaluation Committee's recommendations for the FY 2008/2009 Regional Arts Partners Applications during its June 2007 Quarterly Business Meeting.

All Commission Quarterly Business Meetings, Committee meetings, and panel meetings are open to the public for observation and may be recorded. (Contact the Indiana Arts Commission for meeting information.)

Reconsideration Policy and Appeal Process

If an application is rejected the partner shall have 30 days to respond in writing to the Indiana Arts Commission decision. After considering this written response, if the application is rejected a second time, the Indiana Arts Commission may, at its discretion, allow the organization to resubmit its application. An organization with a rejected application may follow the appeals process for disputed designation, outlined in Section 12 of the Indiana Arts Commission Policy Manual: Administrative Policies for the Regional Arts Partnership.

WHAT HAPPENS AFTER THE COMMISSION APPROVES THE APPLICATION?

Notification of the grant award

All applicants will be notified by e-mail of grant decisions after the Commission meets and approves the grants (June 2007). Grantees will receive electronic copies of an award letter, a Grant Agreement, W9 form, Project Modification, Direct Deposit Form, and other pertinent materials. These materials must be printed, signed, and returned to the Indiana Arts Commission within 10 business days. **In addition, copies of the first mailed thank you letter to all elected state officials in the Partner's region must also accompany these materials.**

Letters to Elected Officials

Throughout the grant period, all Regional Arts Partners must provide the Indiana Arts Commission with at least three letters (copies) to elected officials. The initial thank you letter must be sent to all elected state officials in the Partner's region. The two subsequent letters should be addressed and mailed to at least two of the following: the governor of the State of Indiana, the Region's State Representatives, or the Region's State Senators. Copies of the first letters are required

with the signed agreement, a copy of the second letter is required with the Interim Report, May 30, 2008, and a copy of the third letter is required with the Final Grant Report, May 29, 2009.

Acknowledgment and credit of public funding

Broad public visibility of the success of Indiana's artists and arts organizations is essential. By promoting the organization, the activity, and the state-funded grant, the Regional Arts Partner is working to strengthen the role of the arts in Indiana and demonstrating to its community, the impact of the arts and how the money, legislators have allocated for the arts, is spent well.

One important way to demonstrate the importance of public funding for the arts is to credit the Indiana Arts Commission and the National Endowment for the Arts in all publicity and printed materials associated with the Indiana Arts Commission-funded activities. For recipients of an organizational support grant, this means all activities and programs of the organization. It is important to have help from the Regional Arts Partners in the state to promote and encourage the arts in Indiana.

All publicity or programs, electronic and printed, must contain the Indiana Arts Commission logo and the following credit line: **Provided with support from the Indiana Arts Commission, a state agency, and the National Endowment for the Arts, a federal agency.** The credit logo, the Indiana Arts Commission, and the National Endowment for the Arts logos, are supplied to all Regional Arts Partners on CD-Rom in .gif and .jpeg formats. These images can be manipulated to meet various size requirements. It is also available in different versions by request. The logo must be reproduced as a unit without alteration.

How to Use the Indiana Arts Commission Logo and Credit Line

There are ways to incorporate the credit language and logo into publicity and informational materials. Including this information in as many places as possible helps the Regional Arts Partner's community understand the impact of public funding of the arts. Below are specific requirements that apply to both the Regional Arts Partner and the sub-grantee:

Promotional Materials

Credit the Indiana Arts Commission and the National Endowment for the Arts in printed materials (including newsletters, catalogs, brochures, announcements, invitations, and press releases), films and videotapes, electronic transmissions (including Internet sites), and non-written announcements (such as audio descriptions for people who are sight-impaired) regarding all activities for which Indiana Arts Commission funds are used. Regional Arts Partner's receiving organizational support must credit the Indiana Arts Commission and National Endowment for the Arts in all promotional materials.

Programs

Credit the Indiana Arts Commission and the National Endowment for the Arts in all printed programs, in a type size no smaller than 8-point. If the type size is smaller than 8-point both the National Endowment for the Arts and Indiana Arts Commission logos need to appear. Also, list the Indiana Arts Commission in the donor category most appropriate to the level of financial support the organization is receiving.

Regional Arts Partner Funded Programs

Credit the Indiana Arts Commission, the National Endowment for the Arts and the Regional Arts Partner on the title page of printed programs, in a type size no smaller than 8-point. If the type size is smaller than 8-point the Indiana Arts Commission, the National Endowment for the Arts, and the Regional Arts Partner logos all need to appear.

Educational Materials

Credit the Indiana Arts Commission and the National Endowment for the Arts in all educational materials (including brochures, pamphlets, flyers, postcards, etc.) distributed in association with any Indiana Arts Commission -funded program or exhibition. Regional Arts Partners receiving organizational support must credit the Indiana Arts Commission and the National Endowment for the Arts in all educational materials. Again, if not using the credit logo, both Indiana Arts Commission and the National Endowment for the Arts logos need to appear.

Websites

Use the Indiana Arts Commission credit logo on the organization's website – along with a hyperlink back to the Indiana Arts Commission website. It should be listed in a place appropriate to the website's mapping, i.e. Indiana Arts Commission credit logo on a sponsorship page with a hyperlink and/or Indiana Arts Commission and National Endowment for the Arts listed as additional resources with a hyperlink to both. For project support, the Indiana Arts Commission credit logo must appear on the webpage that corresponds to the Indiana Arts Commission-funded project.

Advertising

Credit the Indiana Arts Commission and the National Endowment for the Arts in all project-related print (including billboards) and/or electronic advertising (including television and the Internet).

News Releases

News releases must credit the Indiana Arts Commission and the National Endowment for the Arts support. A sample support statement could be: **The Indiana Arts Commission supported this project with funds from the State of Indiana and the National Endowment for the Arts.**

Promotional Appearances and Interviews

On television and radio appearances by the region's representative(s), verbally acknowledge, at least once during a broadcast, the support the organization received from Indiana Arts Commission and the National Endowment for the Arts toward the project or overall operation. Also, the organization should acknowledge the Indiana Arts Commission and the National Endowment for the Arts support in any newspaper, magazine, or on-line interviews about the organization's program(s).

Verbal Credit

When written credit is not applicable, such as when there is no printed program, give verbal credit prior to each performance or activity. If an announcement is not feasible, consider a sign in the lobby or activity space.

Must agree to submit to the Indiana Arts Commission the date(s), time(s), and location(s) of performance(s), exhibition(s), program(s), or project(s), and to submit to the Indiana Arts Commission, upon request, copies of all publicity, photographs, and printed materials for the arts activity(ies) involved.

Ensure that regional sub-grantees receiving Regional Arts Partners funds credit the Regional Arts Partner, the Indiana Arts Commission, and the National Endowment for the Arts in all promotion, publicity and printed materials (both paper and electronic versions). Logos and credit lines must be included in a prominent location and type size. The credit line for activities receiving funding should read: "Provided with support from the (name of Grantee), the Indiana Arts Commission, a state agency and the National Endowment for the Arts, a federal agency."

Grant Agreement

The Grant Agreement is the official contract with the Indiana Arts Commission. Read this document carefully as the Regional Arts Partner will be responsible for meeting all the terms and conditions it contains. The Regional Arts Partner must sign and return the Grant Agreement to the Indiana Arts Commission immediately. The signed Grant Agreement will be reviewed by three other state agencies – The Department of Administration, the Budget Agency, and the Attorney General's office. This is standard procedure and usually takes anywhere from one to two months to complete. When all state official signatures have been affixed to the document, a copy of the fully executed agreement will be sent to the Partner. The original is kept on file at the Indiana Arts Commission. The Indiana Arts Commission will not recognize any contractual obligation to an organization without a fully executed copy of the Grant Agreement on file.

First grant payment

The first payment of the grant will be for 100 percent of the first year's annual Regional Block Grant allocation, plus 90 percent of the annual Arts Development and Community Arts Program allocations. The payment will be mailed to the Partner after the Grant Agreement has been approved by all three state agencies. In general, it takes two months from the time the Regional Arts Partner submits the correctly completed Grant Agreement until the state deposits the first payment into the Regional Arts Partners' bank accounts. The Indiana Arts Commission will do everything it can to keep this amount of time as short as possible.

Regional grants information

All Regional Arts Partners must provide the Indiana Arts Commission with information about the grants awarded with Regional Block Grant funds. The Regional Arts Partner will do this by entering applicant/grantee data into an Excel Spreadsheet provided by the Indiana Arts.

Regional Arts Partners are also required to provide the Indiana Arts Commission with advance notice of all grants-related press conferences. In addition, Regional Arts Partners are encouraged to invite the Governor, all legislators within the regional service area, and/or any Indiana Arts Commission commissioners to attend and participate in the press conference. This is a nice way to thank them for their role in supporting the arts activities in the region.

Changes to the Proposed Activities, including Community Arts Programs

During the grant period, the Regional Arts Partner must notify the Indiana Arts Commission through Indiana Grants Administration, at least 30 days in advance, of any major changes that may affect the proposed application. These include changes in budget, personnel, dates, scope of activities, etc. The Partner must provide a detailed description of the proposed revisions, the reason for making the change, and a schedule for implementing the change. (For more detailed information, review Section 9 of the Indiana Arts Commission Policy Manual: Administrative Policies for the Regional Arts Partnership.) Indiana Arts Commission staff will review the changes before giving approval through Indiana Grants Administration. Changes that significantly alter the scope of intention of the project will not be approved. The Regional Arts Partner may be required to return all or a portion of the grant money to the Indiana Arts Commission.

Second and third grant payments

The second payment will be for the balance of the total first-year allocation (the final 10 percent of Arts Development and Community Arts Program allocations) and will be made following receipt and approval of the May 30, 2008 report.

The third payment will be for 100 percent of the second year's annual Regional Block Grant allocation, plus 90 percent of the annual Arts Development and Community Arts Program allocations. This will occur following receipt and approval of the application update, May 30, 2008.

Quarterly and Interim/Final Reports and Data Collection

Using the forms available in Indiana Grants Administration, each Regional Arts Partner must submit a quarterly report on October 12, 2007, January 11, 2008, April 11, 2008, October 10, 2008, January 9, 2009, and April 10, 2009. The reports will include: accomplishments related to measurable objectives that were stated in the application and an overall description of the activities, successes, and challenges related to the management of the Regional Arts allocation for that period.

The May 30, 2008 and May 29, 2009 Interim/Final reports will include the fourth quarter information as well as, year-end, detailed information about the grants awarded in each of these years and an estimated financial statement (un-audited) summarizing the organization's total annual revenue and expenditures each year of the grant. In addition, all Regional Arts Partners must keep their grants information up to date. **This detailed information will be submitted along with each of the May reports in the formatted Excel Spreadsheet provided by the Indiana Arts Commission.**

Fourth grant payment

The fourth and final payment will be for the balance of the total second year regional allocation (the final 10 percent of Arts Development and Community Arts Program allocations) and will be made following receipt and approval of the May 29, 2009 cumulative report.

Records retention

Regional Arts Partners and sub-grantees must provide access to any books, records, documents, and papers pertaining to the grant for purposes of program or financial review by the Indiana Arts Commission or its agents. Adequate records need to be maintained to substantiate all financial and program information reported to the Indiana Arts Commission for a period of no fewer than three years.

Monitoring

Regional Arts Partners will participate in Indiana Arts Commission monitoring activities of the programs and services funded through regional arts allocation funds, including periodic Indiana Arts Commission regional site visits; and Grant Agreement compliance reviews involving the Indiana Arts Commission.

CONDITIONS AND REQUIREMENTS

Public input and manifestation

There must be a public manifestation of all funded activities within the year they are supported. "Public manifestation" means the project must result in a product or activity that is clearly identifiable and, where applicable, available to the public. Community Arts Program activities must be accessible to persons with disabilities and open to the audience, participants, or public, either free or by reasonable admission or service charge. Regional Arts Partners must also ensure that all organizations receiving re-granting funds provide a public manifestation of all funded activities.

In addition, all Regional Arts Partners must conduct an annual customer satisfaction survey of regional applicants, grantees, and service recipients.

Civil Rights

The Regional Arts Partner must agree to comply with all state and federal laws and regulations concerning civil and human rights and must assure that programs, awards, and employment practices are free of any discrimination based on race, color, national origin, physical disability, religion, gender, or age.

The signed Regional Arts Partner Application and Grant Agreement indicates that the Regional Arts Partner and parent organization (if applicable) understand and are in compliance with these laws:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d) which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.
- Title VII of the Civil Rights Act of 1964 (42 U.S.C. 200e) as amended by the Equal Opportunity Act of 1972 (Public Law 92-261).
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 706) provides that no otherwise qualified handicapped individual in the United States, as defined in the law, shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal assistance.

The term "handicapped individual" means "any person who (a) has a physical or mental impairment that substantially limits one or more of such person's major life activities, (b) has a record of such an impairment, or (c) is regarded as having such an impairment."

- Americans with Disabilities Act of 1990, which provides for nondiscrimination in public accommodation on the basis of disability.

- Title IX of the Education Amendments of 1972 which provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance.
- The Age Discrimination Act of 1975, which provides for nondiscrimination in federally assisted programs on the basis of age.

Drug Free Workplace

The Drug Free Work Place Act of 1988 requires that employees of the grantee not engage in the unlawful manufacture, distribution, dispersion, possession, or use of controlled substances in the grantee's workplace or work site.

Fair Labor Standards

Applicants must follow Fair Labor Standards which provide that all professional performers and related or supporting professional personnel employed on projects or productions that are financed in whole or in part by this grant will be paid, without subsequent deduction or rebate on any account, not less than the minimum compensation as determined by the Secretary of Labor to be the prevailing minimum compensation for people employed in similar activities.

No part of any project or production that is financed in whole or in part under this grant will be performed or engaged in under working conditions that are unsanitary, hazardous, or dangerous to the health and safety of the employees engaged in a project or production. Compliance with the safety and sanitary laws of the state in which the performance or part thereof is to take place shall be prima facie evidence of compliance.

How to Complete and Submit the Regional Arts Partners Application (with screenshots)

Beginning with the FY 2008/2009 Regional Arts Partner Application, each Regional Arts Partner will be required to submit an on-line application through Indiana Grants Administration (INGA). Only complete and accurate applications can be submitted through INGA. Incomplete applications will not be considered for funding.

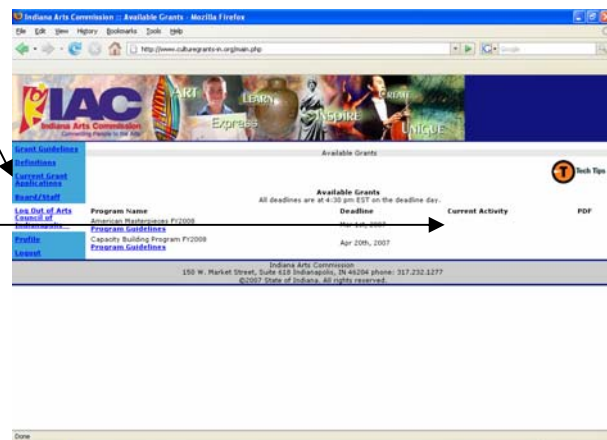
To expedite the completion of the application, the Indiana Arts Commission has used a combination of check boxes and text boxes to gather information about the Regional Arts Partner's programs and services. The text boxes have a maximum character limit or size limit.

Please refer to the application information and directions provided throughout INGA to assist the Regional Arts Partner in completing the application. The following is a "map" of the application on INGA and some samples that may help the in its completion.

1. Navigate to INGA at: www.culturegrants-in.org
2. Click on the link to create an organization profile.
3. Fill out the "Register" information. An email will be sent to verify the new INGA account.

4. Complete the remaining "Profile" information (Contact Information, Legislative Information, Business Information, and Grantee Information)
5. The "Available Grants" page will load.
6. Before moving to an application, please complete the "Board/Staff" section by clicking on this link on the left of the screen.

7. After this list is complete, navigate back to the “Current Grant Applications” section and begin the Regional Arts Partnership Application by clicking on “Current Activity” link beside the accurate “Program Name.” (The Regional Arts Partnership program link will appear under in this section if applicable to the organization)



8. **SAVE OFTEN!! The application may be started and then completed at a later time if applicants diligently save their work. Work lost from not saving cannot be restored.**
9. Application questions have been provided to each regional representative. The answers can be cut and pasted into INGA. **However, the copy MUST be checked for accuracy before submission as some computer “code” may not be translated accurately into INGA.** The Regional Arts Partnership Application will occur in the following order:

- Applicant Information
- Board Roster Selection
- Staff Selection
- Demographics
- Narrative
- Regional Questions
- Arts Development Services
- Regional Services Timetable
- Community Arts Education
- Quarterly Community Arts Calendar
- RAP Budget Income Year 1
- RAP Budget Expenses Year 1
- RAP Budget Income Year 2
- RAP Budget Expenses Year 2
- Accessibility Statement (*not listed in picture*)
- Application checklist
- Final Submit

- If the application has been completed in its entirety, submission may occur. However, if there are problems and/or incomplete sections, “Final Submit” will note these errors and provide links back to the area that must be addressed before submission.
10. Information is provided throughout INGA regarding the specific criteria for each question and/or section. If further clarification is needed, Regional Arts Partners are encouraged to call their Indiana Arts Commission program liaison as soon as possible.
- For questions regarding the definitions of words used throughout the application, navigate to the “Definitions” section on the left side of the INGA screen.
 - For questions regarding grant guidelines, navigate to the “Grant Guidelines” section on the left side of the INGA screen.
 - For questions regarding budget lines and detail, please call your Indiana Arts Commission program liaison.
11. As with any new computer system, technical complications may arise. Extensive testing has occurred to alleviate this, however if any issue of this nature is encountered, please contact Jay Chauhan, jchauhan@iac.in.gov,

immediately. Issues related to Internet connectivity and access must be handled through the organization's Internet Service Provider. In addition, the Indiana Arts Commission cannot provide technical/administrative support for the organization's technical difficulties outside of INGA or the Indiana Arts Commission website.

Application Attachments

In addition to the application that will be submitted through INGA, each Regional Arts Partner must also submit the following documents in order for the application to be considered complete. A package containing these documents must be postmarked and mailed by Monday, April 9, 2007 to the Indiana Arts Commission office located at 150 West Market, Suite 618, Indianapolis, IN 46204.

1. One signed copy of the application (signature page will appear at the end of the application when printed)
2. Current Nonprofit Articles of Incorporation*
3. Organization-wide budget in format provided by the Indiana Arts Commission
4. IRS determination letter of tax exempt*
5. Current strategic or long-range plan*
6. Current Regional Cultural Plan*
7. Region 2 – Memo from non-arts parent organization
8. One copy of the prior year's independent, organization-wide audit (conducted in accordance with generally accepted auditing standards)
9. One copy of the Region's latest grant guidelines and application
10. From prior biennial plan, ten copies each of three technical assistance and information and referral materials – using the correct Indiana Arts Commission and National Endowment for the Arts logos and credit statements.

**Regional Arts Partners do not need to submit a copy of this information if they verify that the Indiana Arts Commission has the most current document on file.*